

Administrative Secretary

City of Tipp City

The City of Tipp City, Ohio seeks qualified applicants for the Administrative Secretary position. Under the administrative direction of the Director of Municipal Services & Engineering. The Administrative Secretary will provide secretarial & clerical assistance to the Municipal Services & Engineering and Community & Economic Development Departments. This includes preparing documents, reports, maintaining records, clerking evening board meetings, and other administrative duties as assigned. Completion of secondary education is preferred with course work in office management or a related field and one (1) year experience providing administrative support or; any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Preference given to those with local government experience. Excellent oral & written communication skills required. Valid Ohio driver's license required at appointment or within six months. Position will start at \$16.59/ hour. Submit resume & cover letter to Timothy J. Eggleston, City Manager, Tipp City Government Center, 260 S Garber Drive, Tipp City, OH 45371. Deadline to submit resumes is December 4th. For more information go to <http://tippcityohio.gov/about-tipp-city/employment-volunteering/> EOE.